



REQUEST FOR PROPOSAL

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Call Summary

Portable Cultural Planning Studios commissioned by Arts Place, Inc.

Funded through a National Endowment for the Arts Our Town Grant

There are three Portable Cultural Studios needed, one in each of the following counties:

Auglaize County, OH

Blackford County, IN

Jay County, IN

Application deadline August 2, 2024 at 5PM with completed work due on or before February 1, 2025

Total Budget = \$8,333.00 per Studio

Applicants may submit proposal for one, two, or all three Portable Cultural Arts Studios

Project Description

The creation of Portable Cultural Planning Studios is the commission of new work.

The vast geography of our rural service area demands that we practice creative placemaking by bringing the arts into the neighborhoods of the communities we serve. The Portable Cultural Planning Studios will be designed and fabricated in collaboration and oversight by the communities we serve in ways that reflect the community's landscape and industry. The studios will be used by artist facilitators to create creative planning activities to support our engagement in small communities where we don't have centers. At the completion of the project, the portable arts installation will be unveiled at a public celebration.

After our engagement portion, the studios will become a portable arts installation that can be borrowed by organizations providing arts activities in the county. Artists are welcome to submit proposal for each location. However, each county has its own selection committee; there is no guarantee that artists with submissions for multiple locations will be selected for more than one location.

Artwork Goals

The portable cultural planning studios will be used in outreach activities. The studio is intended to be a visual, placemaking cue so when people see it, they will know that an arts activity is taking place.

Artwork Location

One Portable Cultural Planning Studio will be located in each of the following counties: Auglaize County, OH, Blackford County, IN, and Jay County, IN. The Portable Cultural Planning studios are intended to be mobile (non-motorized) and as such will not have a permanent installation.

Budget – Per Location

Total Budget = \$8,333

Includes conception & design fees, artist labor, materials, travel, and delivery of project to site.

Artist Eligibility

Professional artists or emerging artists, such as art students, new to the field of public art are encouraged to apply. Artist should be a resident of Indiana or Ohio.

Artist must be able to travel to the county for which their proposal was awarded.

Arts Place does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Application Requirements

1. Letter of Interest
2. Artist Curriculum Vitae
3. References (at least one reference must be relevant to the arts)
4. Project Proposal Narrative
5. Visual Arts Materials (i.e. sketch of submitted design or picture)
6. Budget (not to exceed \$8,333): materials, artist fee, labor, delivery, etc.
In-kind donations/services must be included in budget with expense listed as \$0
7. List of Project Materials
8. Make clear if submission is for one, two, or three Portable Cultural Arts Studios (please clarify which counties if submitted proposal is not for all 3 locations)

Deadline

Friday, August 2, 2024 at 5 PM

Submission Address

By email: executivedirector@myartsplace.org Subject line should read: Portable Cultural Arts Studios

By mail: Attention Carolyn Carducci, Executive Director & CEO

Arts Place, Corporate Offices, PO Box 804, 131 East Walnut Street, Portland, IN 47371

Selection Process

The selection committee will be comprised of community representatives. There will be a selection committee for each of the three counties. The budget for each project is \$8,333 and is all inclusive. Artists should account for their fee in the submitted budget.

Selection Criteria

Projects will be reviewed to assure the submission meets the defined criteria. The Portable Cultural Planning studio is intended to be mobile (moved throughout the county) and visually appealing (to draw attention to the arts activities taking place at the studio). Keeping this in mind, studios should not be too heavy or too large for a pickup truck or need special equipment to move them.

Due to grant restrictions, studios cannot be vehicles or motorized.

Project Timeline

Friday August 2, 2024 at 5PM Submission Deadline

August 31, 2024 Finalist Notification

Artist will be advanced 30% after signing agreement

In 2024 September, October, November, December, and then January 30, 2025 artist will participate in a monthly meeting (in person, Zoom, phone) and provide written (email) project progress updates

November 30, 2024 20% payment if satisfactory progress is demonstrated

January 30, 2025 Project Completion Narrative, Final Budget Submission including receipts, and photographs of the project

February 1, 2025 Project Completion and Final Payment of 50%

Questions

No unsolicited telephone calls will be accepted

Email is the preferred contact: executivedirector@myartsplace.org

1. Include your name

2. Include your question regarding the proposal (provide as much detail as possible)

We strive to answer emails within 3 business days of receipt.